MOTOROLA

Starfish
Smart Connected Solutions

User's Guide

StarTAC clipOn Organizer, Synchronization, and TrueSync Desktop

www.starfish.com
www.mot.com

Important:

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference; (2) This device must accept any interference received including interference that may cause undesired operation.

Contents

Introduction 1

Introducing the StarTAC® clipOn Organizer 1
About Starfish TrueSync technology 2
Connecting the clipOn to your StarTAC. 2

Chapter 1 Getting started 3

Turning on the StarTAC clipOn Organizer 3
Getting started with the Setup Wizard 4
Using the clipOn Home screen and views 7
Synchronizing with the clipOn 8

Chapter 2 Using the StarTAC clipOn Organizer 9

Calling with the StarTAC clipOn 9
Using Contacts 10
Using the Calendar 15
Using To Do Lists 18
Using Memos 21
Using Time Zones 23
Using Preferences 25

Chapter 3 Product care 27

Removing the clipOn from the phone 27
Installing new batteries 27
Resetting the clipOn 28
Charging the phone with the clipOn connected 29
Screen care 29

Chapter 4
TrueSync Desktop and TrueSync Plus 31

Introducing TrueSync technology 31
Requirements 32
Installing the product 32
Uninstalling your product 34
Starting TrueSync Desktop 34
Starting TrueSync Plus. 35
About the documentation 35

Chapter 5
Synchronizing 37

Starting TrueSync: 37
Setting up TrueSync 37
Changing the TrueSync setup 40
Changing your preferences 44
Using the TrueSync Log 45
Setting up multiple users. 45
Staying up to date with TrueSync Central 46

Chapter 6
TrueSync Desktop 47

Using TrueSync Desktop’s features 47
Customizing the Toolbar. 48
Setting preferences. 48

Chapter 7
TrueSync Desktop: Calendar view 51

Using the Calendar view. 51
Viewing your Calendar 52
The Weekly and Monthly views 53
The Yearly View 54
Scheduling events 54
When you travel: changing time zones 55
Entering To Do items and calls 56

Chapter 8
TrueSync Desktop: Contacts view 57

Using the Contacts view 57
Cardfile basics 57
Creating a cardfile 59
Adding cards 59

Chapter 9
TrueSync Desktop: Memos view 61

Using the Memos view 61
Memo files, folders, and memos 62
Creating memos 63
Changing margins and tabs 63

Chapter 10
TrueSync Desktop: EarthTime view 65

The EarthTime map 65
Selecting cities 66
Changing the Local Time 67
Changing the Home Clock 67

Chapter 11
TrueSync Desktop: Printing 69

Using the Printing options 69
Calendar printing 69
Printing in Contacts view 70
Printing in the Memos view 72

Glossary 73

Index 77

Introduction

Introducing the StarTAC® clipOn Organizer

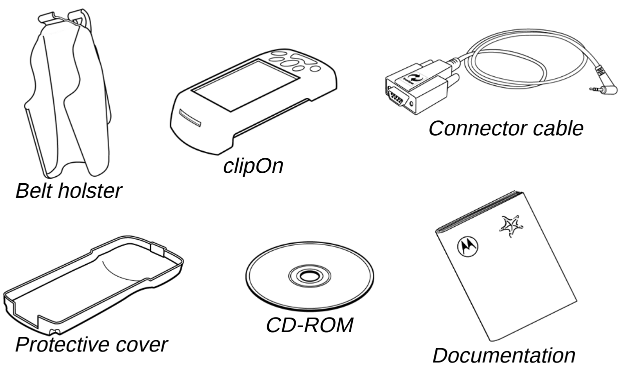
Congratulations on your purchase of the StarTAC clipOn Organizer. Attaching directly to your StarTAC phone, the StarTAC clipOn enables you to store, view, and edit thousands of names, numbers, appointments, notes, and tasks in a space smaller than the average wallet.

When the clipOn is attached to the StarTAC phone, placing a call is easy: select a contact on the clipOn and press the button. The clipOn promptly dials the number for you.

Customize the clipOn to work the way you do. For example, select right-handed or left-handed operation with one easy choice on the Preferences screen.

Add contacts, names, tasks, and events on your clipOn, and then synchronize to a personal information manager (PIM) such as TrueSync® Desktop. TrueSync Desktop is an easy-to-use personal information manager that is included with your purchase. To learn more about TrueSync Desktop and synchronization, see Chapters 5 and 6.

Package Contents



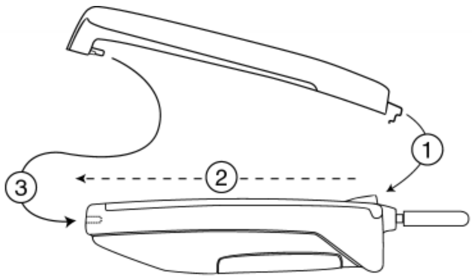
About Starfish TrueSync technology

TrueSync's unique architecture provides one-step synchronization support for many popular PIMs, devices, and services (referred to as accessors). Starfish provides frequent free accessor updates, to ensure that customers can synchronize with the most recent releases of supported software and devices. See "Introducing TrueSync technology" on page 31 to learn how to obtain free updates.

Connecting the clipOn to your StarTAC

Remove the protective plastic cover by turning over the clipOn and sliding the cover toward the spring clip. Lift and detach the cover. Turn off the StarTAC phone before attaching the clipOn.

1. Insert the clipOn's spring clip into the slot on the back of the phone that is used to attach the phone's auxiliary battery.
2. Slide the clipOn toward the opposite end of the phone.
3. Insert the connector on the bottom of the clipOn into the accessory connector on the bottom of the StarTAC telephone, and apply light pressure to ensure that it is firmly attached.



NOTE If you are using vibration mode with an analog phone, vibration mode will be turned off when you connect the clipOn with your phone.

1

Getting started

Turning on the StarTAC clipOn Organizer

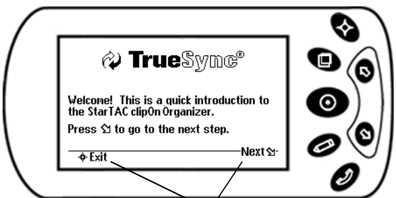
Turn on the StarTAC clipOn by pressing any key. The seven clipOn keys are described here:

Key	Name	Description
	Home	Press to go up one level; press and hold again to return to the main (Home) screen. At the Home screen, turn off the clipOn by pressing and holding for one second.
	View	Press to see a menu of current options, such as Daily, Weekly, and Monthly views in the Calendar.
	Select	Press to choose an option.
	Edit	Press to add or edit contacts, tasks, or events.
	Call	With the phone attached and turned on, press , select from the list of last 10 numbers called, and press to dial. Or, highlight a valid phone number in the Contacts, Calendar, or To Do views, then press to dial the number.

Key	Name	Description
	Back/Up	Use and to scroll or move the highlight through a list or screen.
	Next/Down	When adding or editing text, use or to move from one letter or number to another.

Getting started with the Setup Wizard

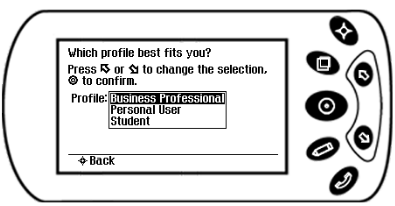
Before using the clipOn, you will need to complete the Setup Wizard. Start the Setup Wizard by pressing any key to turn on the clipOn.



Press to continue.

The status bar displays labeled icons that tell you which functions you can perform.

In the second Wizard screen, select your user profile. Your selection determines which set of pre-defined QuickLists is offered when you add a new event, contact, or task. These lists will be updated as you enter new information. The profile also determines which fields will be used for contact information.

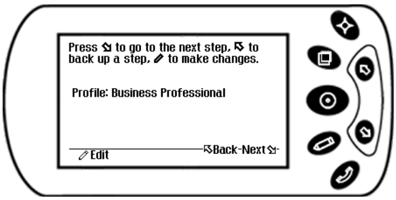


Use or to highlight a profile, and then press to select it.

Press to return to the previous screen.

NOTE You can change your selected user profile later. To change it, open the TrueSync window (see “Starting TrueSync:” on page 37 for details), choose Client | StarTAC clipOn options, click the QuickLists tab, then click Reset and choose a new profile.

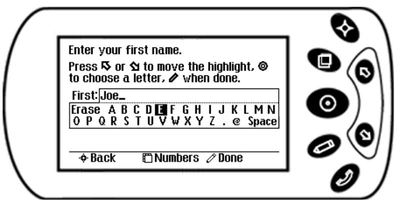
The next Wizard screen confirms your profile selection.



Press if you want to change your profile, then press to continue.

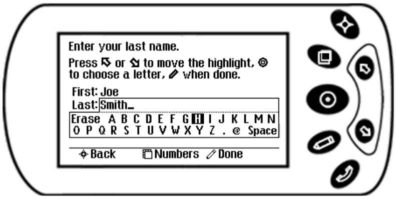
Next, enter your first name, using and to select the letters of your name. To scroll quickly, hold down or .

After you have highlighted a choice, press . If you make an error, select Erase. If you want to enter numbers, press . To return to letters, press again.



When your first name is spelled correctly, press .

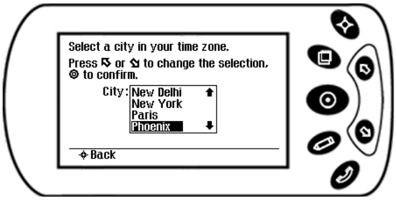
Now enter your last name, using the keys described previously.



When your last name is spelled correctly, press .

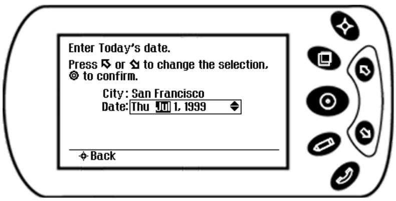
After checking your entries to make sure they are correct, press .

The next task is to customize the time zone setting. Use and to select a city in your time zone.



Press to continue with the Wizard.

To enter the correct date, use and to select the month, then press . Then use and to select the correct day, and press to enter your choice. Follow this same procedure to enter the year.



Press to enter your choice.

After you have entered the year, select the time, then press when you have finished. Note that the date and time on the clipOn are updated from your PC when you synchronize.

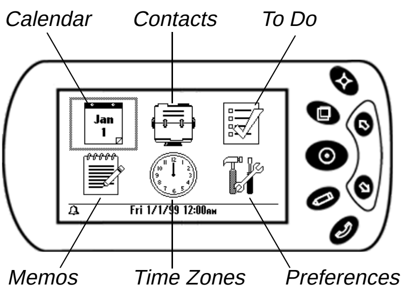
The next screen shows a summary of your settings. If they are correct, press to continue.

Use and to select each digit of the “default” area code. Press to enter each choice, then press to confirm the area code. The clipOn will use this area code when you select a phone number to dial that includes seven digist only (does not include an area code). Enter your local area code unless you make most of your calls to a different area code. For information about placing calls with the clipOn, see “Calling with the StarTAC clipOn” on page 9.

Now press , and you are ready to start using the StarTAC clipOn.

Using the clipOn Home screen and views

When you have completed the Setup Wizard, you will see the Home screen:



To enter a view, such as the Calendar, use or to highlight its icon, then press .

Using the Home screen:

Press or hold until the Home screen appears. From the Home screen, use:

- and to highlight the icons.
- to enter a module.
- to check the owner information.

Synchronizing with the clipOn

After you have completed the clipOn’s Setup Wizard, described in “Getting started with the Setup Wizard” on page 4, you can quickly and easily synchronize data between a desktop application, such as TrueSync Desktop or Outlook, and the clipOn. Note that you must turn on the clipOn before starting synchronization. For details about TrueSync synchronization and using TrueSync Desktop, see “Synchronizing” on page 37 and “TrueSync Desktop” on page 47.

Getting connected for synchronization

To set up your clipOn for TrueSync synchronization:

1. Plug the 9-pin end of the clipOn’s connector cable into your computer’s serial port and the other end into the side of your clipOn.
2. Turn on the clipOn before starting communications between the clipOn and the computer.

For details about system requirements on your computer, please read “Requirements” on page 32.

NOTE If you have a password enabled on the clipOn, when you start synchronization you will be prompted to enter the five-key password combination on your computer. For details about enabling and setting a password, see “Using Preferences” on page 25.

2

Using the StarTAC clipOn Organizer

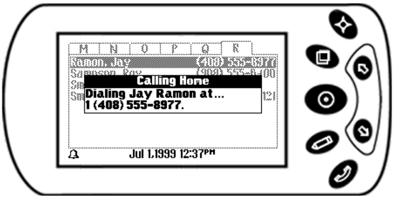
Calling with the StarTAC clipOn

To place a telephone call from the clipOn when it is attached to the StarTAC phone (for attachment instructions, see “Connecting the clipOn to your StarTAC” on page 2):

1. Turn on the StarTAC phone.
2. To dial, either:
   - highlight a valid telephone number in the Contacts, Calendar, or To Do views, and press the clipOn’s key once.
   - press the clipOn’s key in any view to see a list of the ten most recently dialed telephone numbers. To call one of those numbers, highlight it, and then press .

NOTE Telephone numbers that begin with “011” or “+” are dialed as international calls. All other telephone numbers are dialed as long distance domestic calls.

You will then see a dialog displaying the telephone number being dialed, as shown below.



View the number that is being dialed.

To end a call, press the clipOn's key again, press the phone's End key, or close the phone.

Using Contacts

Using Contacts, you can view and create contact information such as names, phone numbers, and addresses.

You can also make telephone calls quickly and easily, as described in "Calling with the StarTAC clipOn" on page 9. To enter the Contacts module from the Home screen, highlight the Contacts icon, and press .

Changing views

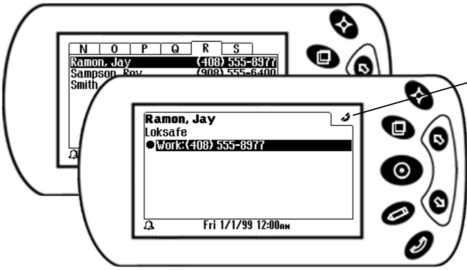
You will see either a category name or "All Cards" at the top right of the screen. "All Cards" means that you are viewing all the categories in your clipOn. If you have only one cardfile category (or no categories), "All Cards" will not appear.

Now you can:

- Scroll through the alphabetical tabs with or .
- Go to a specific lettered tab by pressing , and then using or . You can view a specific card by pressing , and then using or . Press again to view the details, and to switch among the address, number, and note views of the card (the Contact information determines which views are available). The selected view is indicated

in the top right corner by a house, telephone, or notebook icon.

- If you have more than one category, choose a category by pressing , highlighting the desired category with or , and then pressing to make your choice.



The telephone icon indicates that you are viewing telephone information.

If the contents of a cardfile field are too long to display, you will see three dots (...) at the end of the text to indicate that additional information can be viewed. To view the entire field if it is a number, highlight the number, and press . If it is a text field, use or to scroll.

Sorting cards

You can sort cards in cardfiles alphabetically by last name, first name, or company.

To sort cards:

1. In the Contacts module, press . The menu appears. Highlight Sort Order, then press .
2. Use or to move the highlight to the field by which you want to sort. Press to choose the sort order.

Changing the telephone number display

You can determine which telephone numbers, e-mail addresses, and Web site addresses appear on the alphabetically tabbed cardfiles view.

To change the information displayed in the Contacts index view:

1. In the Contacts module, use or , then to go to a specific lettered tab.
2. Press , and then use or to highlight a specific card. Press again to view its details.
3. Use or to highlight the field that you want. You may need to press to move to the correct field. (You are in the telephone field if you see a telephone icon at the upper right corner of the card).
4. Press , and select "Select As Default." This option appears only if there are multiple entries.

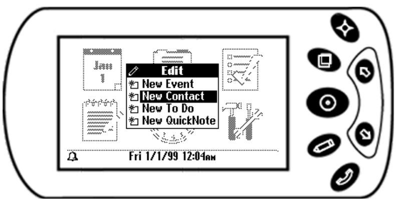
The selected item now appears after the name in the tabbed cardfiles view.

Editing your Contacts

You can create, edit, and delete Contacts by selecting Edit mode and using the clipOn's Wizards. In addition, you can set up a meeting or a telephone call from within a contact in Edit mode.

To create a new Contact:

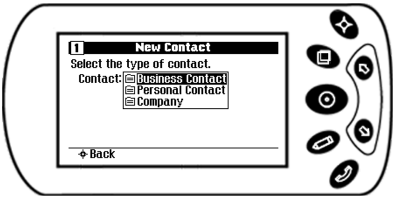
1. Press in Contacts, or in the Home screen.
2. Use or to highlight the New Contact option, and press .



Press after highlighting New Contact.

3. Use or to select the type of Contact that you want. The Contact types are Business Contact, Personal Contact,

and Company; the fields will vary, depending on the type of contact that you choose.



Choose the Contact type, and then press .

4 Now enter the contact's first name or, if the contact is a Company, enter the name of the company. Use or to move from letter to letter, then press to enter each choice. To change to numbers, press . Press again to move back to letters. When you are finished, press .

5 Enter the Contact's last name and press when you are finished. (If you are entering a Company contact, this screen will not appear.)

6 Now choose the category for your new Contact. If there are no categories, or only one category, this Wizard screen will not be displayed.

7 Confirm the contact name by pressing . If you want to make a change, press .

8 Depending on your selections, you may be asked to enter company information for the new Contact. Choose how to specify the company, then press :

- If you choose "Company in Contacts" use or to scroll through the alphabetical tabs of a cardfile. You can press , and then use or to go to a specific lettered tab. Press , and then use or to go to the card for the company. To enter your choice, press .
- If you choose "New Company" enter the company name, and press when you are finished.

Confirm the company name by pressing . If you want to make a change, press .

9 Next, enter the contact's phone, e-mail, or Web information. Use or to scroll and select the desired contact method, such as "Work Fax." Then enter the phone number, e-mail address, or Web site address. If you enter a telephone number without hyphens or parentheses, such as "18315553000", the clipOn will auto format it for you, adding hyphens and parentheses as needed, such as "1 (831) 555-3000". Press when you are finished.

NOTE If the phone number is an international number, be sure to prefix it with "011" or "+". All other numbers will be dialed as domestic calls.

10 Confirm the contact information by pressing . To change it, press or .

11 At the Contact Summary page, press to accept the new contact and add it to the clipOn.

To remove a Contact:

1 Highlight the Contact, and then press .

2 Use to move the highlight to Remove, and press . You will be asked to confirm the deletion of this contact. Highlight Yes and press to complete the removal, or highlight No and press to keep the Contact.

To set up a meeting or telephone call with a Contact:

1 Highlight the Contact, and then press .

2 Choose "Meet" or "Schedule Call" from the menu, and then press .

3 If you are scheduling a call, highlight High, Medium, or Low priority, and then press .

4 Next, select a meeting date or a due date for a call (you can specify "No due date" for a call but you must select a meeting date). To choose the meeting date or if you select "Specific Date" for a call, choose the month, date, and year, using or to scroll through each field; move from

field to field by pressing . For example, if you have used or to move the month to "Jan," and then press , the highlight will move to the day field. Press to undo your selection in a field.

5 If you are scheduling a meeting, after you enter the date, select a meeting start time. Then select the end time.

6 Press to confirm the date (and time for a meeting).

7 If you are scheduling a meeting, you have the option of choosing a reminder for a meeting. Then press to confirm.

8 The Summary screen will then conclude this task. Press or, if you want to make a change, press . Calls are listed in To Do lists and Events in the Calendar.

Using the Calendar

Using the Calendar, you can view, modify, delete, and create appointments, birthdays, holidays, and other events. To enter the Calendar module from the Home screen, highlight the Calendar icon, and press .

Changing views (Daily, Weekly, Monthly)

To move from the Daily to the Weekly to the Monthly areas of your Calendar, press . You will see a menu of your options. Highlight the desired view, and press .

Viewing events

Press:

- or to move to the next or previous day, week, or month, depending on the view.
- and then or to change months in the month view.
- , and then use or to highlight a Calendar event. To see the details of a highlighted event, press again. Use or to scroll through the details.
- to bring up a menu of options.

Using reminder alarms

If you set a reminder alarm when you create an event in the clipOn, or set an alarm for an event in your PIM and synchronize, the clipOn alarm will remind you of that event. When an alarm sounds, go to the Home screen to read the reminder details. Press any key to turn off the alarm. Press or to clear the reminder notice.

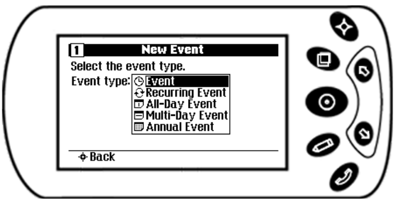
Editing your Calendar

You can create, modify, and delete Calendar events by changing to Edit mode and using the clipOn’s Wizards.

To create a new event:

1 Press in the Calendar module or in the Home screen, then choose New Event.

2 Choose the new event type by highlighting it using or , and then press .



Select the Event Type from the list.

3 The next Wizard screen will vary, based on the profile you chose during the StarTAC clipOn Setup. It will show a pre-set QuickList of event subjects. Use or to choose from the list, and then press .

To create an event that is not listed in the QuickList, select “Other Event.” Then specify the event subject and press when you are finished. This subject will be added to the top of your QuickList.

4 Confirm the event’s type and subject by pressing .

5 Select an event participant (or None if there is no other participant). If you choose:

- to select a person or company from your Contacts, use or to scroll through the alphabetical tabs of a cardfile. Press , and then use or to go to a specific lettered tab. Press , and then use or to go to the card for the participant whom you want to add. Press to enter your choice.
- to schedule the event with a new person or company, specify the name and category as described in steps 4–6 on page 13.

6 To confirm the participant, press .

7 Next, select the event date with or . Use to tab from the month to the day to the year. Press again when the date is correct. If you are creating an event with a time, you will also need to select the start and end times.

8 To confirm the date, press .

9 If you are creating a recurring event, such as a weekly meeting, choose the recurrence pattern. The future occurrences of the event are automatically added to the Calendar, based on the recurrence pattern you select.

Use or to scroll through the list and highlight a recurrence pattern. Press to enter your choice.

If you select a recurrence pattern, select the duration, such as “2 Weeks.” Highlight a duration, and press to enter your choice. Confirm the recurrence pattern by pressing .

10 Depending on the event, you may have the opportunity to set a reminder alarm. (See “Using reminder alarms” on page 16.)

11 Press to accept the Event summary.

To follow up, reschedule, or cancel an event:

1 Highlight the event in your Calendar. Press to view the details if you wish.

2 Press , and then highlight the desired option: "Follow up" creates a new meeting; "Reschedule" moves the original meeting's date. Press .

3 If you are:

- following up or rescheduling an event, choose the new date and/or time, and press to enter your selection.
- canceling an event, you will be asked if you are certain that you want to delete the event. Select Yes to remove the event or No to keep the event.

To view details about an event participant:

1 Highlight the event in your Calendar.

2 Press .

3 Select "Find in Contacts" (if the participant no longer exists in Contacts, this option will not be displayed).

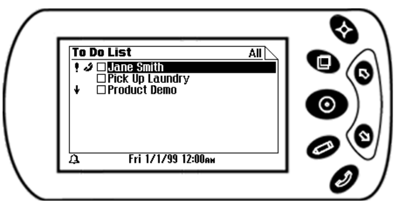
Using To Do Lists

Using the To Do lists, you can view tasks, calls, and deliverables. You can also create, reschedule, delete, and check off To Do items. In addition, you can make calls using phone numbers in To Do lists.

To view To Do items:

1 From the Home screen, highlight the To Do icon, and press .

2 You will see a list of your To Do items. Highlight a To Do item, and press to see the details of that item.



To see the details, highlight an item, and press .

3 After viewing the details, press to return to the To Do list.

4 To see a list of your options in the To Do module, press . Use or to choose which To Do items you want to view, and then press .

Checking off completed items

You can check off a To Do item as completed. Then, when you synchronize to your desktop application, your To Do item will be checked off there as well.

To check off a completed To Do item:

1 Highlight the item by pressing or , then press to view the item's Details.

2 Press to check off the item (or press again to remove the completion check).

3 If the item that you check off was overdue, it will be removed from the Overdue Tasks List.

Creating To Do items

You can create To Do items using the clipOn, including tasks, calls, and deliverables.

To create a To Do item:

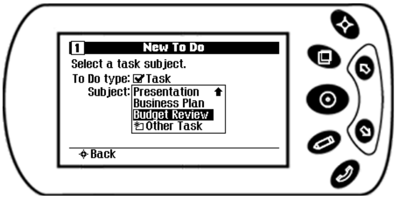
1 Press , highlight "New To Do", and then press .

2 Highlight the type of To Do from the menu, and press .

3 If you are creating a task or deliverable To Do, select the subject. The list of subjects will vary, based on the To Do type and the profile you chose during the clipOn Setup. Press or , then to enter your choice.

To create a task or deliverable subject that is not listed, select Other. Then specify the event subject and press

when you are finished. The subject will be added to your QuickList for this type of To Do item (task or deliverable).



Highlight the To Do's subject, and then press .

4 The Confirmation screen appears. Press to accept your selection or press to change it.

5 Depending on your selections, you may now be asked to select a participant. If you decide:

- to choose a person or company from your Contacts, use or to scroll through the alphabetical tabs of a cardfile. You can press , and then use or to go to a specific lettered tab. Press , and then use or to go to the card for the participant whom you want to add. Press to enter your choice.
- to choose a new person or company as the To Do participant, specify the name and category as described in steps 4–6 on page 13.

6 To confirm the participant, press .

7 Select a priority for the To Do and then press .

8 Select a due date, if desired. If you chose Specific Date, choose the month, date, and year. Use or to scroll through each field, and move from field to field by pressing .

9 Confirm the due date by pressing . To change your selection, press .

10 At the Summary screen, press to enter your new To Do item. If you want to return to a previous screen, press . Then press to make changes.

To reschedule or remove a To Do item:

1. Highlight the To Do item with or .
2. Press , highlight the Reschedule or Remove option, and then press . If you are removing the To Do item, press to confirm the removal.
3. If you are rescheduling the To Do item, select the priority, then use or to choose the new date, and press to enter your selection.
4. If you selected Specific Date from the menu, use or to change to a different month, day, and/or year, and then press to confirm each choice.

To view details about a call participant:

1. Highlight the Call in your To Do lists.
2. Press .
3. Select Find in Contacts (if the participant no longer exists in Contacts, this option will not be displayed).
4. The card for the Contact included in that Call appears.

Using Memos

Use the clipOn to read or create Memos, including short single-line memos called QuickNotes that you can use as reminders.

You can add to a Memo at any time. Using the clipOn you can append to your Memos, but you cannot edit completed Memos by changing or deleting text. If you want to edit a Memo, synchronize it to TrueSync Desktop or another PIM. Edit it in that information manager, and then resynchronize.

To view or remove Memos:

1. At the Home screen, highlight the Memos icon, and press . A list of your Memos, including your QuickNotes, will appear. Highlight an item, and then press to read it,

using or to scroll. Press to return to the Memos list.

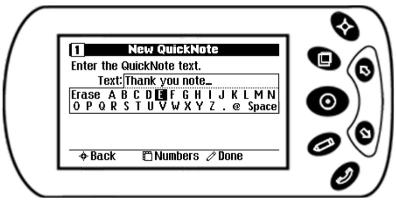
2 Press to select from your list of Memo categories.

3 To see a list of your options for a Memo, highlight the Memo, and press . Highlight Remove to delete a Memo.

Creating a Memo

1 Press , highlight New QuickNote, and then press .

2 Enter the text of the Memo.



Press to enter each letter or number.

3 Use or to move from letter to letter. Press after each letter that you want to enter. Press to change to Numbers, and to return to Letters. You can also choose to Erase a letter or number, and to add a Space or a period (.). Press when you are finished.

4 Select the Filing Category from the list, using or to move from category to category. When the desired category is highlighted, press .

5 The Confirmation screen appears. Press to accept your selection, or press to revise it.

6 If you have entered too many letters to view, the truncated Memo will be listed followed by three dots (...) at the end of the text. View the contents of truncated Memo by highlighting it and pressing .

To append to a Memo:

1 Highlight the Memo using or . Press to view the details if you wish.

2 Press and highlight the Append option, then press .

NOTE Appending to a Memo adds new text; you cannot edit existing text by selecting Append.

Using Time Zones

The clipOn has two clocks: the Home clock, which shows the time and date in your home city, and the World clock, which can show the times and dates in other cities around the world. To display the clocks, highlight the Time Zones icon, and then press .

Select a clock by highlighting it and then pressing . The selected clock's time becomes your Local Time. The status bar time will change accordingly, as will the times for scheduled events.

NOTE When you synchronize, the clipOn time and date are updated to the time and date on your computer.

Understanding time zones and travel

When you travel to a different time zone, change the time zone of the currently selected clock, and your calendar events will automatically change to reflect the new time zone. For example, an appointment scheduled for 2 p.m. in New York changes to 11 a.m. when you select Los Angeles.

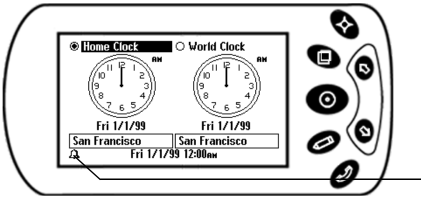
Changing cities and time zones

You can change both the Home and World clocks to show different cities and/or time zones.

1 Move from the Home Clock to the World Clock by using or .

2 Press to change to a different city or time zone.

3 Use or to highlight your new choice, then press . See “Selecting cities” on page 66 for information about changing the cities displayed in the list.



Use or to select the new time zone, and then press .

The bell icon indicates that the Alarm Sound is turned on.

Setting the clock

1 In the Time Zones module, press .

2 Highlight Time Preferences and press .

3 Highlight Clock Time and press .

4 Use or to change the month, date, year, and/or time. To move from field to field, press .

NOTE	You can also change the alarm settings, alarm sound, and the format used for the time and date displays in the Time Preferences screen.

Setting alarms

- To change when the alarm sounds, highlight Alarm and press . Use or to move through the list to the alarm frequency that you desire. Then press . If you select *Daily*, an alarm will sound every day at the time you specify in Alarm Time. If you select *Once*, an alarm will sound only at the next occurrence of the specified time.

  To specify the time the alarm will sound, highlight Alarm Time and then press . Use or to change the hours, minutes, and/or PM or AM entries. Press to move from field to field.

- Highlight Alarm Sound and press to choose from alarm sound choices.

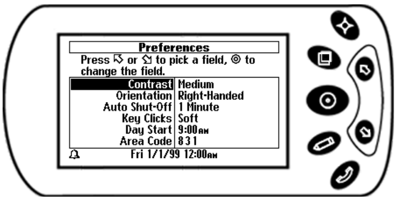
Using Preferences

Preferences include the Contrast, Orientation, Auto Shut-Off, Key Clicks, Day Start, and Area Code. Also use the Preferences module to set your password and clock, or view device information, such as the amount of free memory.

If you change the Orientation setting, the clipOn instantly adapts itself to either right-handed or left-handed use.

To change your preferences:

1. From the Home screen, highlight the Preferences icon, then press . In the Preferences screen, use or to move from one field to the next.

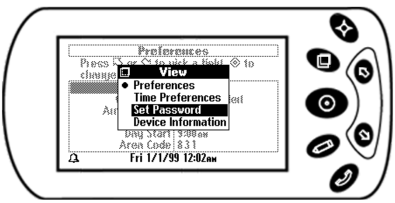


Use or to move from one field to another.

2. Highlight the field that you want to change, then press . Use or to scroll through the list. Highlight your choice, then press .

To change your password:

1. Press in the Preferences module.
2. Press to highlight the Set Password option, then press .



Highlight Set Password, then press .

3 If you want to protect the clipOn with a password, choose an option other than Disabled in the Password Lock field. Choose Disabled if you want to remove password protection.

4 To set a password, move to the Password field and press five keys. You can choose any order or combination of keys that you desire. When you have pressed five keys, you will return to the Set Password Screen. When you set a password, the Password Lock option changes to Always.

NOTE When the clipOn is password-protected, you cannot access it or synchronize without entering the password.

To view the device information:

1 Press in the Preferences module.

2 Highlight Device Information, and then press .

3 View details about your clipOn.

3

Product care

Removing the clipOn from the phone

1. Slide the clipOn down and swing it away from the phone.
2. Lift the clipOn’s hook out of the slot on the back of the phone.

Installing new batteries

The clipOn is powered by two CR2430, 3-volt lithium batteries, which can last for up to nine months of average use.

NOTE If you see a message, “Low Battery,” it is important to replace the batteries promptly. Do not replace batteries during synchronization or sorting.

To remove the old batteries and install new batteries:

1. If the clipOn is attached to the phone, detach it.
2. Turn the clipOn over.
3. If the clipOn’s plastic cover is attached, remove it by sliding the cover toward the spring clip. When the opposite end slides free, swing up the cover.
4. Slide the battery compartment door open.
5. Remove the old batteries.
6. Wait at least 5 seconds before inserting the new batteries.

7 Insert new batteries, with the positive (+) side facing up. If you do not hear a confirmation tone, you may need to reset the clipOn as described in the next section, “Resetting the clipOn”.

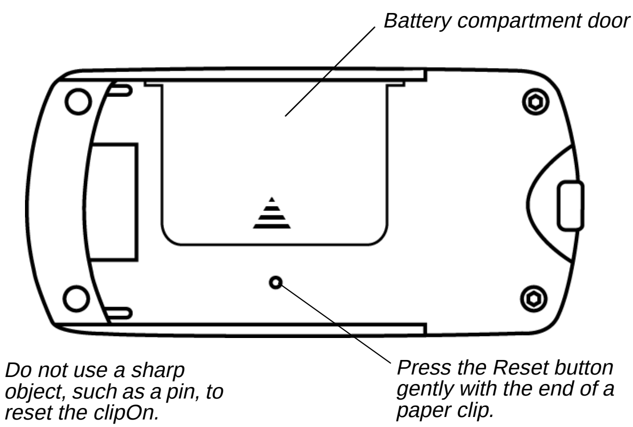
8 Carefully slide the battery compartment door back in until it snaps shut.

9 Set the clock by pressing ⦾ to display Time Preferences, then pressing ⦾ again to choose Clock Time. Use ⬀ and ⬃ to make your selection in each field, then press ⦾ to confirm each choice.

NOTE When you synchronize, the clipOn time and date are updated to the time and date on your computer.

Resetting the clipOn

If the clipOn does not respond after you change batteries, or does not function properly, you may need to reset it. To do so, insert the end of a paperclip into the reset button hole next to the battery compartment door. Press gently. When the clipOn resets, you will hear a confirmation tone.



NOTE Resetting the clipOn will not cause data loss.

After resetting, set the clock by pressing ⊙ to display Time Preferences, then pressing ⊙ again to choose Clock Time. Use ↖ and ↘ to make your selection in each field, and then press ⊙ to confirm each choice.

Charging the phone with the clipOn connected

When the clipOn is connected to your phone, charge your StarTAC by plugging the charger cable into the accessory connector on the bottom of the clipOn (the cable's release tab should face up toward the phone's keypad).

NOTE The clipOn will not function without batteries, even if it is plugged into the StarTAC charger.

Screen care

If the screen of the clipOn becomes smudged or dusty, gently wipe it clean with a soft, dry cloth.

4

TrueSync Desktop and TrueSync Plus

TrueSync Desktop is a full-featured personal information manager (PIM) for your contact names and addresses, calendar events, tasks, calls, and memos. TrueSync Plus provides direct synchronization among your desktop applications, devices, and/or services. Both software programs accompany your purchase.

Introducing TrueSync technology

Both TrueSync Desktop and TrueSync Plus use Starfish's TrueSync technology to synchronize your information, so you keep it current and accessible anywhere.

TrueSync supports the most popular desktop applications, devices, and services (referred to as accessors). Starfish continually provides free software updates, such as accessors for the most recent versions of popular desktop applications.

To check the Starfish Web site for software updates, click the Windows Start button. Choose Programs | TrueSync Plus | Product Updates or Programs | TrueSync Desktop | Product Updates. TrueSync's Component Install program will start. Check the Internet checkbox in the first screen and click Next.

Instructions for setting up TrueSync and synchronizing are provided in "Synchronizing" on page 37.

Requirements

Before you install TrueSync Desktop or TrueSync Plus, make sure that you have the necessary hardware and software listed here. Some features may require special configurations.

To use TrueSync Desktop or TrueSync Plus, you need:

- A computer running Windows 95, Windows 98, or Windows NT 4.0 workstation (U.S. English version)
- A minimum of 15 MB hard disk space for installation of either TrueSync Desktop or TrueSync Plus (includes 1 MB of temporary space on the same drive as your Windows directory for installation)
- 256-color VGA video adapter and compatible monitor
- An MPC 2 Compatible CD-ROM drive
- A pointing device compatible with Windows 95, Windows 98, or Windows NT 4.0
- A sound card and speakers, required to play sounds (.WAV files) for appointment alarms
- A printer supported by Windows 95, Windows 98, or Windows NT 4.0, required to print from TrueSync Desktop
- Microsoft Internet Explorer 3.01 or greater, or Netscape Navigator 3.0 or greater, required to view TrueSync Central. A browser is also required to view the *Troubleshooter Guide*.

Synchronization with a device may require an available communications port.

Installing the product

As with any product, Starfish recommends backing up your data files before installation and periodically as you continue to use the product. For help backing up your data, please visit the Starfish Web site:

http://www.starfish.com/service/backup/

Upgrade information

TrueSync Information Manager users: Installing TrueSync Desktop upgrades TrueSync Information Manager to TrueSync Desktop.

Sidekick 99 users: If you decide to use TrueSync Desktop instead of Sidekick 99, you must uninstall Sidekick 99 before installing TrueSync Desktop.

Installing TrueSync Desktop or TrueSync Plus:

Insert the TrueSync Desktop CD-ROM into your CD-ROM drive.

NOTE When you insert the TrueSync Desktop CD-ROM into your CD-ROM drive, the installation should launch automatically. If it does not, follow the steps below.

If the installation does not launch automatically:

1. Click Start on the Windows taskbar, then choose Run.
2. Click the Browse button.
3. Browse to locate the program SETUP.EXE on the CD-ROM.
4. To begin the installation, double-click SETUP.EXE.

The Readme file

Any last-minute changes or additions to TrueSync Desktop or TrueSync Plus are documented in a Readme file. View the TrueSync Desktop Readme file by clicking the Windows Start button and choosing Programs | TrueSync Desktop | Readme. To see the TrueSync Plus Readme file, click the Windows Start button and choose Programs | TrueSync Plus | Readme.

Registering

Be sure to register TrueSync Desktop and TrueSync Plus so that you can receive product information and support.

Uninstalling your product

If you want to remove TrueSync Desktop and/or TrueSync Plus from your computer, use the uninstall program, which permanently removes the product's program components. If you have data files in the TrueSync Desktop folder (usually Program Files\Starfish\TrueSync Desktop\Userdata), it does not remove them. You can save these files or remove them manually.

To remove the software from your computer

1. Click Start on the Windows taskbar. Choose Settings | Control Panel.
2. Double-click Add/Remove Programs.
3. Choose TrueSync Products from the listed applications.
4. Click the Add/Remove button.
5. Choose the components you want to uninstall.
6. Back up any data you want to keep, and then delete the TrueSync folder (usually Program Files\Starfish\TrueSync).
7. Restart Windows.

Starting TrueSync Desktop

After you complete the installation, TrueSync Desktop starts automatically. The first time TrueSync Desktop starts, the Setup Wizard prompts you for information about your name, company, and time zone.

Fill in the information in each panel of the Setup Wizard and click Next to continue. You can click Back if you need to change the information in an earlier panel. If you need assistance, click the Help button in any Wizard panel.

To start TrueSync Desktop later:

Click the Windows Start button and choose Programs | TrueSync Desktop | TrueSync Desktop.

Starting TrueSync Plus

Instructions for using TrueSync Plus are provided in “Synchronizing” on page 37.

About the documentation

This *User's Guide* provides installation instructions, a guide to synchronizing, and an overview of TrueSync Desktop.

The *Troubleshooter Guide* helps you get started and provides access to online resources, including technical support information. To view the *Troubleshooter Guide*, choose Help | Troubleshooter from the TrueSync Desktop menu or click Start in the Windows Taskbar and choose Programs | TrueSync Plus | Troubleshooter. The Troubleshooter is an HTML document and starts in your Internet browser.

NOTE The illustrations in this guide are intended as examples. What you see on your screen may differ, depending on factors such as the software version and information that you have entered.

Using online help

Both TrueSync Desktop and TrueSync Plus include detailed online help systems. To open Help, press *F1*, or choose Help | Topics from within either program.

For more information

For technical support and additional information, refer to the Readme file (see “The Readme file” on page 33).

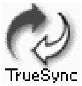
5

Synchronizing

Use Starfish TrueSync technology to synchronize your contact information, calendar events, tasks, and memos quickly and easily among your desktop applications, devices, and services.

Synchronize directly from TrueSync Desktop or, if you prefer to synchronize data from another personal information manager such as Outlook, use TrueSync Plus. Either choice provides complete and reliable synchronization.

Starting TrueSync:



TrueSync Desktop users:

Open TrueSync Desktop, and then click the TrueSync icon on the Deskpad or select View | TrueSync.

TrueSync Plus users:

Right-click the TrueSync icon in the Windows taskbar, and click Configure.

Setting up TrueSync

The first time you start TrueSync, a Setup Wizard assists you in specifying:

- the clients you will synchronize (a client is any device, service, or desktop application supported by TrueSync). In some versions, the initial clients are preselected for you.
- details about each client, such as where to find the data for a desktop application or how you connect your device to your computer.

- which files, folders or categories you want to synchronize.

NOTE You can modify your selections after completing the Setup Wizard.

Using the TrueSync Setup Wizard

1. Click Next in the Welcome screen.
2. Select your desktop application, such as TrueSync Desktop or Outlook. Depending on your installation, the desktop application may be pre-selected.
3. Specify the location of your application's data. Depending on the application, you may have the option of specifying a different folder.
4. Select the device that you want to synchronize, if prompted. Depending on your installation, the device may be pre-selected.
5. Depending on the device, you may need to specify how you will connect your device to your computer.
6. If you use a service, you may be asked whether you want to synchronize with that service.
7. Depending on the service, you may need to enter your user ID for the service, password, and connection method.
8. You are prompted to connect your device to your computer. After the device is connected, and turned on if required, click Next.

   TrueSync reads the data from the clients you have chosen. No data transfers or changes take place during this step.
9. If prompted, select your country and city to indicate your time zone.

   The next step begins your selections of files, folders and categories to synchronize, starting with Contacts data. To learn how to select items to synchronize, see "Selecting files, folders, or categories" on page 42. You can change your choices at any time after you have completed the Setup Wizard.

10 Specify which Contacts fields you want to synchronize. For details, see "Selecting and mapping Contacts fields" on page 43.

11 Specify the Calendar files or folders you want to synchronize.

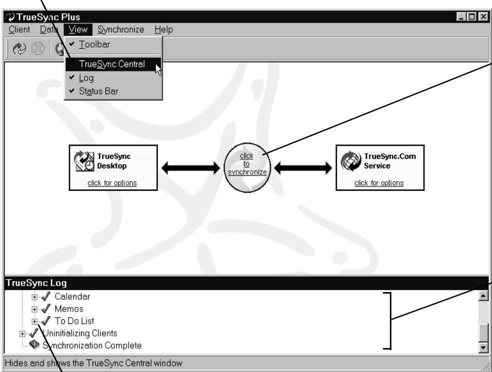
12 Specify the Memos files or folders you want to synchronize.

13 Specify the To Do list files or folders you want to synchronize.

14 When you are satisfied with your selections, click Finish to display the TrueSync window. You can change your setup at any time as described in "Changing the TrueSync setup" on page 40.

Select View | TrueSync Central to display TrueSync Central, which provides free TrueSync services and synchronization over the Internet. For details, see page 46.

The TrueSync window displays your selections.

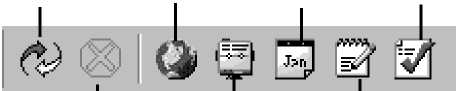


Click the TrueSync icon to synchronize.

The TrueSync Log shows you the results of your synchronizations.

Click the plus signs (+) to expand the TrueSync Log entries. Select an error message and press F1 for help.

Start Synchronization *Timezone Options* *Calendar Options* *To Do List Options*



Stop Synchronization *Contacts Options* *Memos Options*

The TrueSync Toolbar.

When you perform the first synchronization between two clients, it is recommended that you **overwrite** the data in one of the clients to avoid duplicate records. To learn how, see "Changing synchronization options" on page 41.

To synchronize:

1. Connect your device to your computer. Some devices may require that you turn them on before synchronizing.
2. Click the TrueSync icon in the center of the TrueSync window.
3. If you are synchronizing with a client that is password-protected, you may be prompted to enter your password.

NOTE Do not disconnect your device from your computer during a synchronization.

See the TrueSync Log for status and information about the synchronization. See "Using the TrueSync Log" on page 45.

NOTE If you cancel an in-progress synchronization by clicking the Stop Synchronization toolbar button, wait until the synchronization has halted before closing TrueSync Desktop or the TrueSync window. The cancellation process may take some time to complete.

Changing the TrueSync setup

At any time after you have completed the TrueSync Setup Wizard, you can:

- add or remove clients.
- change the synchronization options for each client.
- select the data types to synchronize (data types are Calendar, Contacts, Memos, and To Do items).
- change the files, folders, or categories to synchronize.
- specify which Contacts fields to synchronize and how those fields map to corresponding fields in other clients.

To add a client to your configuration:

Choose Client | Add, then select the client from the Application, Device, or Service lists. You will be prompted to specify details about the client, such as which folders or categories to synchronize.

NOTE If you do not see the client you want to add, check for availability by clicking the Windows Start button and choosing either Programs | TrueSync Desktop | Product Updates or Programs | TrueSync Plus | Product Updates. After installing a new accessor, add it as a TrueSync client.

After you add a client, it is represented in the TrueSync window with an icon, which you can click to change options.

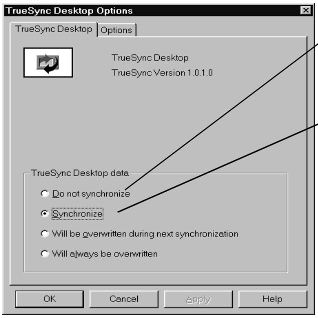
To remove a client:

Choose Client | Remove. Select the client and click the Remove button.

Changing synchronization options

To change how a client will be synchronized:

Choose Client | <*clientname*> options to display the client's Options Page. Use this page to specify how the client's data will be synchronized. For details about the synchronization options, click the Help button on the Options Page.



Select Do not synchronize to exclude the client (TrueSync Desktop in this example) from synchronizations.

Select Synchronize to synchronize this client's data with data from one or more other clients. Records may be added, deleted, or modified on this client.

Select one of the overwrite options to overwrite this client's data with data from one or more other clients.

Selecting what to synchronize

All data types (Calendar, Contacts, Memos, To Do items) will be synchronized unless you specifically exclude them.

To exclude a data type from synchronization, choose Data | <*datatype*>, and check the “Do not synchronize <*datatype*>” option. The data type will be excluded from each synchronization until you uncheck the option.

To limit the range of Calendar event dates that will be synchronized to a device, choose Data | Calendar and click the Options tab. Limiting the range of dates speeds up synchronization and saves space on your device.

Selecting files, folders, or categories

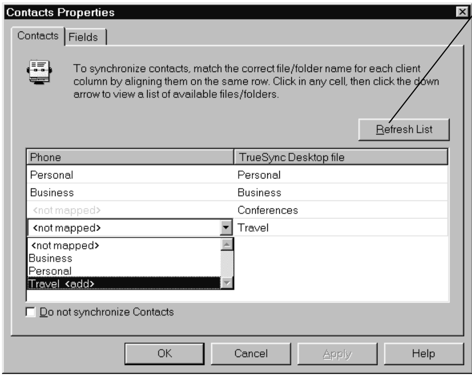
Select a data type by choosing Data | <*datatype*>.

To select items to synchronize between clients:

1. Find the row for the item that you want to synchronize.
2. Click in the same row under the other client. A down arrow displays at the right of the column.
3. Click the down arrow to open a list of item choices on that client.

4 Click on your choice from the list:

Each client's column lists the files, folders, or categories available for synchronization on that client. If you add items and do not see them in the list, click the Refresh List button.



If you align <not mapped> in one column with an item in another column, it means that item will not be synchronized.

If you select an item followed by <add>, it will be created during synchronization.

The number of items you can synchronize to a device is limited by the device.

The number of files, folders, or categories that you can select is limited by devices. For example, suppose you have four Contacts folders set up for synchronization to a device, the limit for that device. You then decide to synchronize another Contacts folder. Before you can do so, you will need to deselect one of your mapped Contacts folders because of the device limit.

Selecting and mapping Contacts fields

The term "mapping fields" refers to matching one client's field with another client's field. For example, you might map a field called "Home Phone" on TrueSync Desktop with a field called "Personal Phone" on your device.

To map your Contacts fields:

1 Select Data | Contacts and click the Fields tab.

2 Highlight the files or categories containing the fields that you want to map.

3 Specify how to map the fields. You can choose:

- **SmartMap**™ mapping by clicking the SmartMap button. SmartMap automatically maps your Contacts fields. All you have to do is choose one of the SmartMap options; your choice determines which fields to synchronize. For information about each of the SmartMap options, click the Help button.
- **Customized** mapping by clicking the Customize Mapping button. This option lets you map each pair of fields. To change mapping, click a field, click the down arrow at the right, and select the new mapping from the drop-down list. To save space on your device, unmap any fields you do not normally use.

Changing your preferences

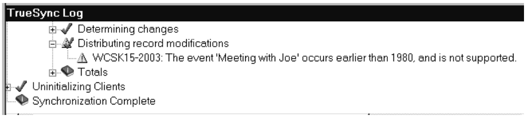
To change the preferences for any client, choose Client | <*clientname*> options or click on the client's icon in the TrueSync window. This displays the client's Options Page described in "Changing synchronization options" on page 41. Depending on the client, there may be additional client preferences; click the additional tab(s), and change the options as desired. For assistance, click the Help button on each page.

Using QuickLists

Depending on the device that you are using, you may have the option to customize your QuickLists. When you are adding or changing data, QuickLists present you with choices, such as event subjects, task names, or short reminders, that reflect the profile you chose in your device's setup wizard. As you enter new items, the QuickLists include your additions. To change your QuickLists, choose Client | <*devicename*> options, and then click the QuickLists tab. If you need assistance, click the Help button.

Using the TrueSync Log

The TrueSync Log displays messages about your recent synchronization sessions. The messages provide details about the progress and results of the synchronizations.



View or hide the TrueSync Log by choosing View | Log.

Select Synchronize | Options to specify how TrueSync displays TrueSync Log entries. Click the Help button for details.

To get help on error messages, highlight an error and click *F1*.

Setting up multiple users

If you use more than one synchronization configuration, or if more than one person uses the same computer to synchronize, set up an additional user to define each configuration.

To create an additional user:

1. Select Synchronize | Options, and then click the Users tab.
2. Click the New button and use the Setup Wizard to specify the synchronization preferences for the new user.
3. Select client preferences for the new user by choosing Client | <*clientname*> options.

To specify the user:

1. Choose Synchronize | Set User.
2. Select a user name from the list.

The current user name is shown on the TrueSync window title bar.

Staying up to date with TrueSync Central

TrueSync Central is your place on the Internet to:

- register your product electronically.
- get free software updates; accessories for your connected devices such as batteries, cables, and software; and the latest news about TrueSync synchronization.
- sign on to a free Internet Synchronization service, which provides access to secure, Web-based versions of your calendar, contacts, and notes.

To display TrueSync Central in the TrueSync window, make sure the View | TrueSync Central menu option is checked.

To register for a TrueSync Central account:

1. Go to TrueSync Central and register your product electronically.
2. Choose a user name and password for secure access to TrueSync Central and the Internet Synchronization service, TrueSync.com.
3. A setup wizard will help you add the TrueSync.com accessor to your synchronization setup.

To use Internet Synchronization after registering:

1. Go to TrueSync Central.
2. Use your TrueSync Central password to sign on to the Internet Synchronization service.
3. Use the Internet Synchronization service, TrueSync.com, to view and manage your data. If you need assistance while using TrueSync.com, click the Help button.
4. When your Internet data is ready to synchronize, click the TrueSync icon in the TrueSync window.

6

TrueSync Desktop

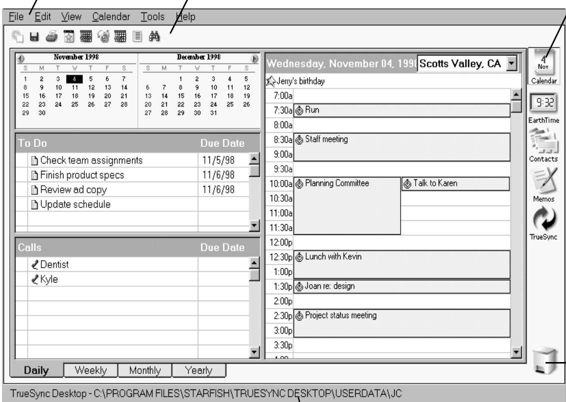
Using TrueSync Desktop's features

The following illustration shows the Calendar view and identifies the features common to most Desktop views.

Highlight any command on the menu bar and press F1 for help.

Click buttons on the Toolbar to perform tasks quickly, without using the menus. Pause to see a ToolTip identifying the button.

Click an icon on the Deskpad to change to a different Desktop view.



To change how the Deskpad appears and set other display options, choose Tools | Preferences | General.

To delete a card, memo, or calendar activity, drag it to the Delete icon.

The Status bar displays information about the current view. Choose View | Status Bar.

Shortcut menus

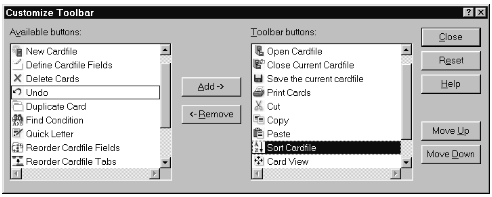
If you right-click certain TrueSync Desktop objects, such as a Contact card, Calendar entry, memo, or EarthTime city, a context-sensitive shortcut menu appears. These menus provide basic editing commands and other commands specific to that object or view.

Customizing the Toolbar

To customize the buttons on the Toolbar in the Calendar or Memos view, choose Tools | Preferences | Toolbar; in the Contacts view, choose Tools | Toolbar; or double-click any open space on the Toolbar. The following dialog box appears:

To add a button

1. *Click the button you want to add in the Available buttons list.*
2. *Click the Toolbar button you want to add it before.*
3. *Click Add.*



To move a button, click its name in the Toolbar button list, then click Move Up to move the button to the left or Move Down to move it to the right.

To remove a button, click it in the Toolbar buttons list, then click the Remove button.

- To return the Toolbar to its original view, click the Reset button.
- Any changes affect only the Toolbar for the current view. To customize a different Toolbar, select the desired view and make your changes there.

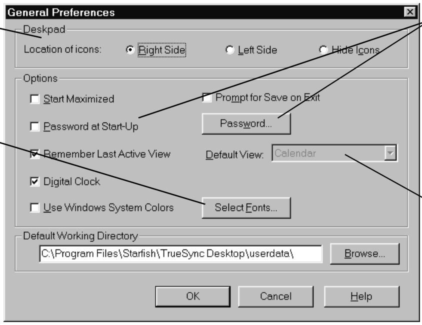
Setting preferences

You can customize TrueSync Desktop by setting its preferences. Choose Tools | General Preferences in the EarthTime and Contacts views or Tools | Preferences | General

in the Memos and Calendar views for overall TrueSync Desktop preferences.

Choose where you want the Deskpad icons.

Change the display fonts for the Contacts and Memos views.



Click Password at Start-Up and set a Start-up password so that only someone with the password can open TrueSync Desktop.

Select which view you want for the default, or check the box to return to the last view used before exiting.

7

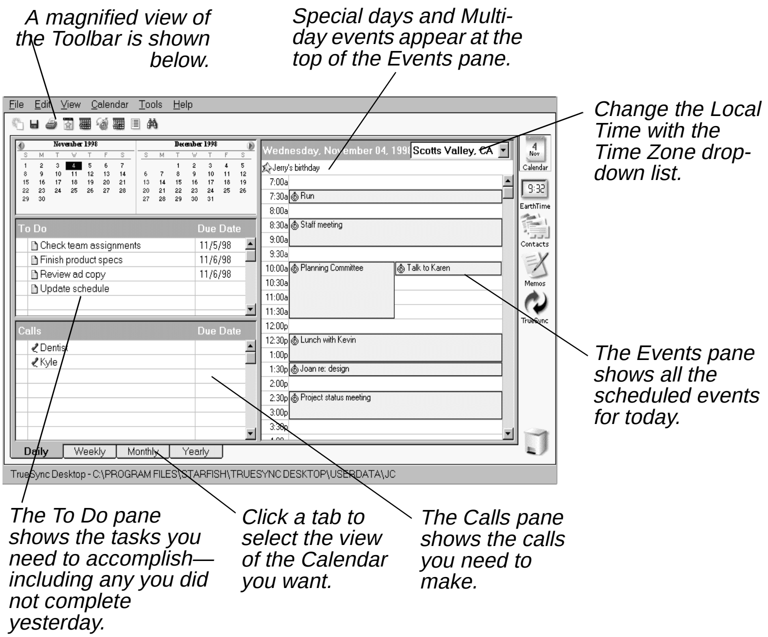
TrueSync Desktop: Calendar view

Using the Calendar view

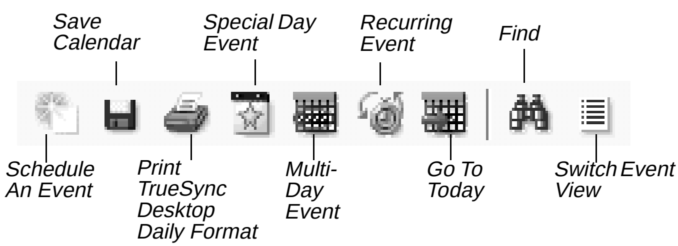
The Calendar view is a powerful tool for helping you organize your appointments and other events. Use the Calendar to schedule events, set reminders, and maintain a list of To Do items and phone calls.

To change to the Calendar view, click the Calendar icon on the Deskpad, press *F6*, or choose View | Calendar.

The following figure illustrates the Calendar Daily view.



The Calendar Toolbar:



Viewing your Calendar

To go directly to today's calendar:

Click the Calendar icon on the Deskpad.

If you have changed to another date, clicking the Calendar icon returns you to today. Click the Calendar icon twice to return to today's daily view from another Calendar view.

Selecting dates in the Daily view

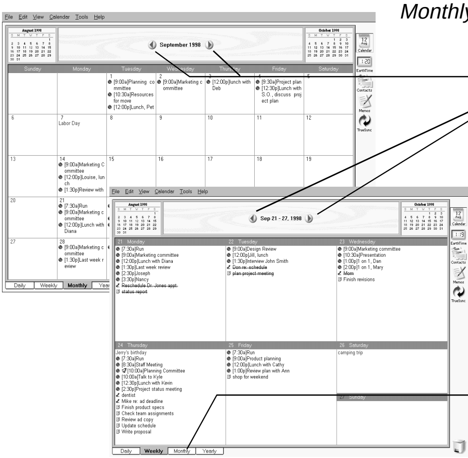
In the Daily view, the selected date is highlighted in the mini-calendar.

Change to the previous or next month by clicking the left and right arrows.

Click a date in the mini-calendar to go directly to that day.

The Weekly and Monthly views

The Weekly and Monthly views display scheduled activities in standard calendar formats. Change to a view by clicking its view tab.



Monthly view

Change to the previous or next week or month using the left and right arrows.

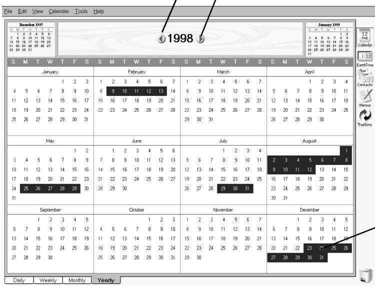
Weekly view

Double-click a day in the Weekly or Monthly views to go to that day.

Click a tab to change to another view.

The Yearly View

The Yearly view displays only multi-day events, such as vacations and conferences. Change to the Yearly view by clicking its View tab.



Change to the previous or next year using the left and right arrows.

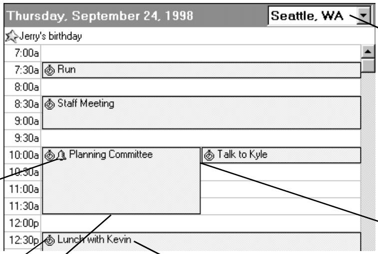
Click a day to go to that day in the Daily view.

Drag the mouse over a range of dates to schedule multi-day events.

Scheduling events

Enter your appointments and scheduled events on the Events list. You can have a maximum of 288 events scheduled

throughout the day, and a maximum of three overlapping events starting at the same fifteen minute time slot.



Create an event by typing in an empty time slot, or click the starting time to open the Schedule an Event dialog box.

Change the Local Time using the Time Zone drop-down list.

The bell icon indicates an alarm.

Overlapping events appear side-by-side.

To change an event's starting time, drag its clock icon up or down.

Click an event and drag its bottom edge to change its ending time.

Double-click an event, or right-click an event and choose Edit, to edit its details.

To create multi-day, special day, or recurring events, choose Calendar | Events and select one of the options.

When you travel: changing time zones

When you schedule events for a trip to a different time zone, select the time zone of your destination in the Schedule an Event dialog box, which opens when you click a starting time.

When you arrive, change the Local Time to your destination, using the Time Zone drop-down list at the top of the Events pane. All events you have scheduled for your trip will appear in the Local Time. In addition, you will be able to see any events back home in “real time,” adjusted for your current location.

For example, when you enter each appointment for a trip to New York, select the USA Eastern time zone. When you arrive in New York, change the Local Time to New York time. Your events adjust to display in New York time, whether those events are in New York or elsewhere. Thus an event you need to attend in New York at 10 a.m. will appear at 10 a.m. on your

calendar. If you need to phone in during a meeting in San Francisco that occurs at 2 p.m. (San Francisco time), it will appear on your calendar at 5 p.m. (New York time), so you know when to make the call.

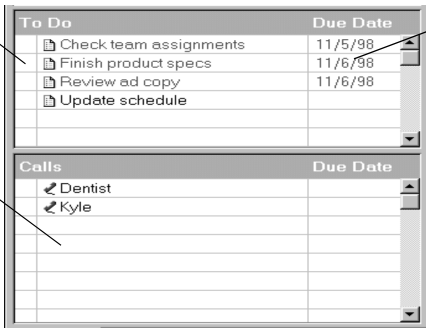
After you synchronize to your device and/or service, your device and/or service also displays the appointment times using the Local Time you chose on the desktop.

Entering To Do items and calls

To create a new To Do item or Call, click any blank line in the To Do or Calls panes and begin typing. When you begin typing, TrueSync Desktop places an icon in front of the text.

Click the left column to check off items when completed.

Click any blank line and begin typing to create a new item.



Click the right column to add or change the details for an item.

Right-click an item to modify it.

NOTE You can open calendars from previous versions of TrueSync Desktop and Sidekick in TrueSync Desktop 2.0. In the Calendar view, choose File | Open Calendar, then navigate to the previous version’s Userdata directory. Choose the calendar, and click OK. These files will be permanently converted to TrueSync Desktop 2.0 format when opened, so it is recommended that you back up files from earlier versions first.

8

TrueSync Desktop: Contacts view

Using the Contacts view

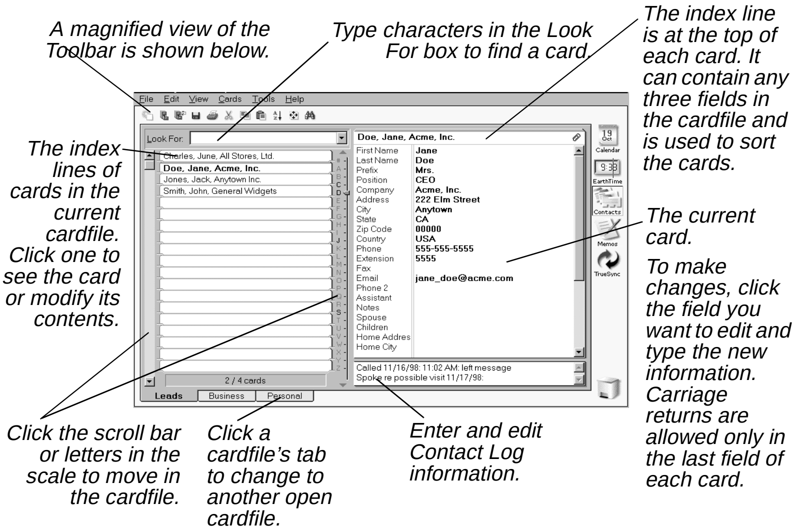
Use the Contacts view to manage personal information stored in cardfiles, each of which can contain full address information and numerous other details about your contacts. Once you have updated your cardfiles, you can use the TrueSync window to transfer them to your device.

To open the Contacts view, click its Deskpad icon, choose View | Contacts, or press *F5*.

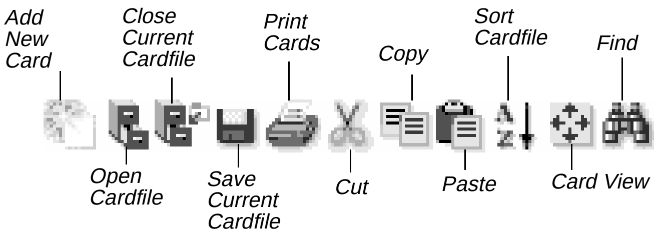
Cardfile basics

In the left pane of the Contacts view is the card list, your visual index to the cards in the *active cardfile*—the cardfile whose tab is selected. In the right pane is the *current card* in the cardfile, which you can edit directly. Each cardfile can contain up to 30,000 cards.

The following figure shows the Contacts view.



The Contacts Toolbar:



You can display Contact Log information under the current card by clicking the paperclip icon in the index line. Each card has its own Contact Log, which can store up to 24 kilobytes of data. When you enter and edit Contact Log information, right-click to insert a date or time stamp into the log.

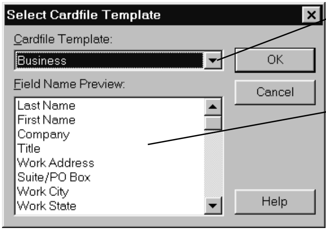
Creating a cardfile

When you create a cardfile, first decide what fields you want on each card. You can create all these fields yourself, or you can use a *template*—an empty cardfile that already has fields in place. If you select a template, you can customize it, keeping some or all of its fields and adding your own.

To create a new cardfile

Choose File | New Cardfile. Choose the template you want from the list that appears, as shown below.

If you want to customize a cardfile, you may find it easier to edit the provided field names of a cardfile template rather than to create all of the field names.



1 *Click the arrow and choose each template individually from the list.*

2 *You can see the predefined fields for each template. When you find the best template for your needs, click OK. If you want to define all your own fields, choose None from the Cardfile Template list.*

The new cardfile contains the field names from the template, but no information until you add cards.

NOTE	If no cardfiles are open, use Cards | Define Fields to open the Select Cardfile Template dialog box.

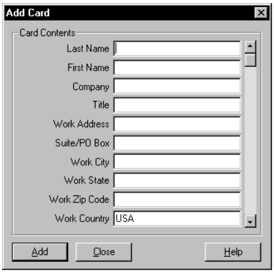
.

Adding cards

To add a card to the cardfile, choose Cards | Add, or click the Add New Card button on the Toolbar. The Add Card dialog

box appears with a list of the fields that are set up in the cardfile.

1 Type the information for each field in the list. To move from one field to the next, use the up and down arrow keys or the Tab key.



2 Click Add to insert the card in the cardfile. You can then begin entering information for another new card, or click Close.

9

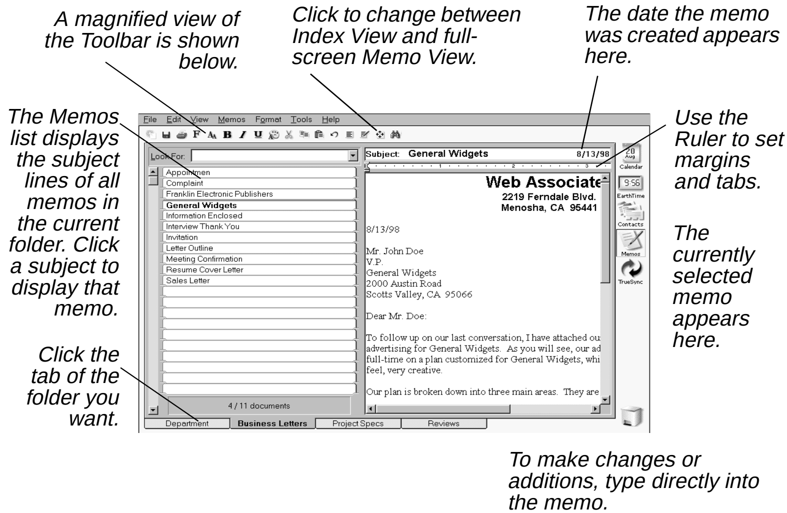
TrueSync Desktop: Memos view

Using the Memos view

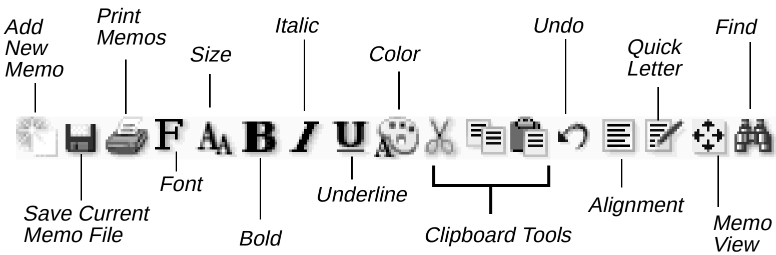
The Memos view lets you create memos, organize them in folders, and save them as files. You can apply formatting to your memos, and you can even create memos to merge with names from a cardfile.

To open the Memos view, click the Memos Deskpad icon, press *F7*, or choose View | Memos.

The following figure shows the Memos view.



Here is a magnified view of the Memos Toolbar:



Memo files, folders, and memos

Memo files help you organize your memos by topic. A Memo file can contain many folders, and each folder contains one or more memos. Folders in an open Memo file are identified by tabs at the bottom of the Memos screen.

By using folders, you can organize memos according to projects, tasks, people, subject, or any other grouping.

Creating memos

To create a memo

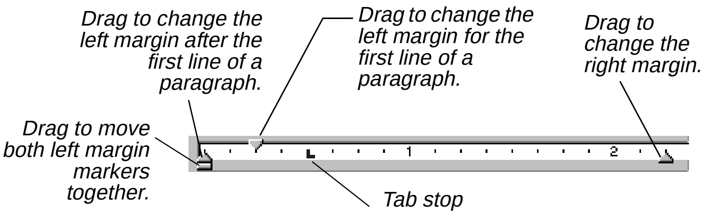
1. Click the tab of the folder into which you want to place the memo.

2. Click the Add New Memo button or choose Memos | Memo | Add. A new, blank memo appears, with the insertion point in the subject line.
3. Type a subject, and then press the Enter key to move into the body of the memo.
4. Type and format your text.

Changing margins and tabs

Use the ruler when you want to change margins or set a tab stop. To change more than one paragraph, select the paragraphs before you adjust the ruler.

If you do not see the ruler below the Subject, choose View | Ruler.



To add a tab stop: click on the ruler where you want it.

To move a tab stop: drag it along the ruler.

To delete a tab stop: click it, and drag downward, away from the ruler.

If you create a new paragraph by pressing Enter at the end of an existing paragraph, the new paragraph retains the margins and tabs of the existing paragraph.

10

TrueSync Desktop: EarthTime view

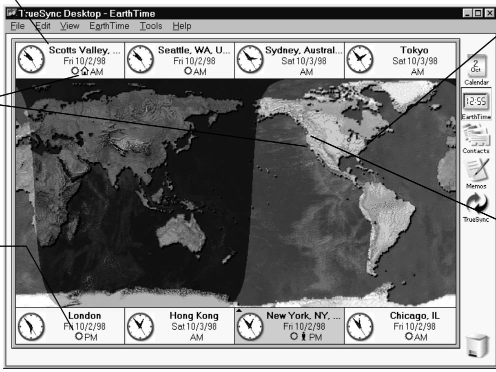
EarthTime displays a map showing daylight and nighttime around the world, and shows the current time in eight different cities you select. You can use EarthTime to calculate the difference in time between two locations, and you can configure it to show both your home location and the local time as you travel.

To open EarthTime, click the EarthTime icon in the Deskpad or choose View | EarthTime. The Deskpad icon shows the current time.

Depending on the device, your EarthTime settings, such as the Home clock, Local time, and the other world clock settings, may be transferred to your device when you synchronize.

The EarthTime map

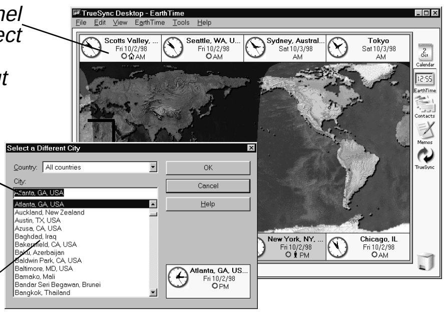
When you click the EarthTime icon, you see a map of the earth. Light areas are in daylight, and the shading represents nighttime.



Selecting cities

To change one of the displayed cities:

Click the panel containing the city you want to change.



NOTE Complete your first synchronization before changing the displayed EarthTime cities. If you change an EarthTime city before that initial synchronization, your device's city selections may overwrite your EarthTime city choices.

Changing the Local Time

Change the Local Time when you travel to display all your events in the current local time. For more details, see “When you travel: changing time zones” on page 55.

To change the Local Time when you change time zones:

1. Set one of the eight city panels to display the local city.
2. Click the panel containing the local city and click Set as Local Time from the shortcut menu.

An icon appears, to indicate the Local Time city. 

Changing the Home Clock

Your Home Clock indicates the time where you live. It should be set automatically when you first start TrueSync Desktop.

To change your Home Clock

1. Set one of the eight city panels to display your home city.
2. Click the panel containing your home city and click Choose As Home Clock from the shortcut menu.

   An icon appears in the Home Clock panel. 

11

TrueSync Desktop: Printing

Using the Printing options

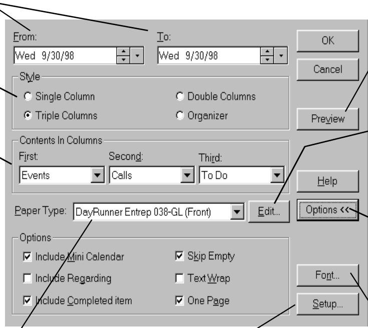
You can print from the Contacts, Calendar, or Memos views to a variety of formats, using either preprinted or customized forms. Preview your output before you print it to save time and materials.

Calendar printing

Select from a variety of formats for printing calendar activities, including TrueSync Desktop's daily, weekly, monthly, and yearly views. You can also print to paper forms for several popular organizers.

Printing in the daily format

Choose File | Print | Truesync Desktop Daily Format from the Daily view of the Calendar.



Printing different formats

To print different calendar formats, including one-, two-, and six-week, monthly and yearly calendars, change to the view (Weekly, Monthly, or Yearly) that you want to print and Choose File | Print.

You can print using any paper size, including paper sized for your personal organizer.

Printing in Contacts view

You can print individual or several cards in the Contacts view.

To print one or more cards, choose File | Print | Cards, or click the Print button on the Contacts Toolbar. You can specify how many cards to print per page.

Printing labels, address book pages, and envelopes

You can also print Contact information using almost any label, address book page, or envelope size. Templates let you print in a variety of popular label, index card, and address book formats. You can modify these formats or create your own templates.

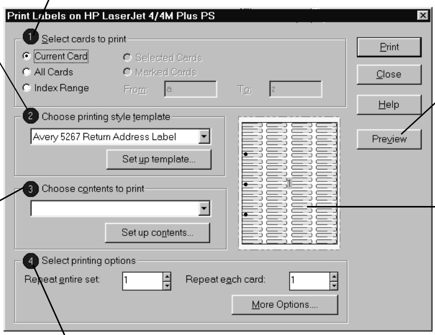
To print labels, address book pages, or envelopes

Choose File | Print, and select Labels, Address Book, or Envelopes. The Print Labels dialog box is shown in the example below.

Follow the numbered steps in the dialog box. Step 1 prompts you to specify the cards to print.

In Step 2, you determine placement of labels on the page. Click Set up to create or modify a template.

Click to preview the results of your choices.



In Step 3, you specify what text, fields, or pictures to print. Choose previously created contents, or click Set up to define/modify contents.

You can see the overall layout here as you work.

In Step 4, you specify the number of copies and other options.

The numbered steps are designed to help you specify what to print and arrange it within the print area available. The procedures for using all three dialog boxes are the same, but involve different templates and content arrangements.

Once you have specified the information in the four steps, click Preview to see the result. Click Print when you are ready to print.

Printing in the Memos view

To print memos, choose File | Print from the Memos view, or click the Print button on the Memos Toolbar. The Print Memos dialog box appears.

You can print a single memo, all of the memos filed in specific folders, selected memos, marked memos, or, after a search operation, memos listed in the Found window.

Glossary

A

accessor A software module that provides synchronization support for a specific TrueSync client. For example, when you add the Outlook accessor, you can synchronize your Outlook data with your other TrueSync clients.

application An information manager program, such as Outlook and TrueSync Desktop, that runs on your PC.

C

client Any TrueSync-supported application, device, or service that you can add to your TrueSync configuration. Before you can add a client, you must have that client's accessor installed on your PC.

D

data type In this guide, any of the information types you can synchronize, including Calendar, Contacts, Memos, and To Do items.

device A handheld information manager, such as a Palm™ Organizer, REX PRO™, and StarTAC® clipOn Organizer.

M

map The process of matching one client's contact fields or categories with another client's fields or categories for synchronization. For example, you might map a field called "Home Phone" on TrueSync Desktop with a field called "Personal Phone" on a device, and the data in the two fields will be synchronized. TrueSync's SmartMap feature performs mapping for you, or you can customize the mapping for any or all of your client fields.

P

PIM Personal Information Manager. Used in this guide to refer to an organizer program that runs on your PC.

S

service An online information manager, such as Yahoo!™ and TrueSync.com.

SmartMap™ The technology used by TrueSync to map your client contact fields automatically for synchronization. You have the choice of minimum, typical, or maximum mapping levels; these determine how many fields will be synchronized.

synchronization The process of replicating and reconciling your contact, calendar, calls, to do list, and/or memo information among two or more TrueSync clients. If you make changes in one place and then synchronize, those changes are reflected in all your other clients.

T

TrueSync® The technology that provides simultaneous, one-step synchronization among popular devices, applications, and services.

TrueSync Central The Internet site that you access from the TrueSync window, where you can register your product, get the latest TrueSync accessor updates and information, and sign on to a TrueSync.com account.

TrueSync.com The Internet home for the TrueSync Service (http://www.truesync.com/).

TrueSync Desktop The full-featured PC organizer that manages your contacts, calendar, calls, to do items, and memos. Synchronize information from TrueSync Desktop with any or all of your other TrueSync clients.

TrueSync Log A display for viewing messages resulting from your synchronization session that display in the Log pane at the bottom of the TrueSync window (if you don't see it, check View | Log). The messages provide details on the progress and results of your synchronization.

TrueSync Plus The TrueSync interface used for setting up and starting synchronizations among client applications, devices, and services without opening TrueSync Desktop.

TrueSync Service A free, web-based information manager (http://www.truesync.com/) that also provides synchronization services over the Internet with any TrueSync clients. Also called TrueSync Server.

TrueSync window The window that displays when you go to the TrueSync view in TrueSync Desktop or when you start TrueSync Plus.

Index

A

adding
- cards 59
- icons to Toolbars 48
- memos 63
- tab stops 64

address book, printing 71
addresses 57
alarms 16, 55
alphabetical tabs 10
altering time zones 23
appointments, scheduling 54
arranging cards 11

B

Back key 4
batteries 27
- removing and installing 27
- reset after changing 28

battery icon 27
bell icon, clipOn 24
buttons (Toolbar)
- changing 48
- removing 48

C

Calendar 51
- Calls pane 52, 56
- changing dates 53
- changing time zones 55
- Daily view 53
- events 54
- Events pane 52
- printing 69, 70
- synchronizing events 42
- To Do pane 52, 56
- views 53
- views, clipOn 15

call memory 9
calls
- ending 10
- making 9

Calls pane (Calendar) 52, 56
canceling, events 17
card list (Contacts) 57
card views 10
cardfiles 57
- creating 59
- selecting 11

cards, adding 59
changing
- Calendar dates 53
- cities 23
- client preferences 44
- clipOn password 25
- Contact cards 58
- EarthTime clocks 67
- EarthTime locations 66
- fonts, TrueSync Desktop 49
- memo margins 63
- print settings 70
- synchronization options 44
- time zones 23, 55
- To Do items and Calls 56
- Toolbar buttons 48
- TrueSync Desktop 48

charging phone 29
checking off To Do items 19
cities, EarthTime 66
cleaning 29
cleaning screen 29
clients, changing preferences 44
clipOn. See StarTAC clipOn Organizer
clock, clipOn
- setting 24, 29
- time display 24

time zones 23
clocks, EarthTime 67
connecting clipOn
to phone 2
with PC 8
Contacts 57
adding 12
adding cards 59
creating new files 59
editing 58
icons, clipOn 10
Log 58
printing cards 70
removing 14
synchronizing 42
tabs 10
templates 59
creating
cardfiles 59
Contacts, clipOn 12
events 54
events, clipOn 16
memos 63
Memos on clipOn 22
To Do items and Calls 56
To Do items, clipOn 19
customizing
Toolbars 48
TrueSync Desktop 48

D

Daily view
Calendar 53
clipOn 15
date display, clipOn 24
dates, changing 53
default
directories 49
views 49
deleting
Contacts, clipOn 14
Delete icon 47
To Do items, clipOn 21
Deskpad 47
device information,clipOn 26
dialing numbers 9
directories, default 49
displaying telephone numbers 11
Down key 4

E

EarthTime
resetting clocks 67
selecting cities 66
Edit key 3
editing 5
Calls 56
contacts 58
events 55
text, clipOn 5
To Do items 56
e-mail addresses 11
ending a call 10
ending times, events 55
entering text, clipOn 5
envelopes 71
events
canceling 17
creating 16
maximum scheduled 54
overlapping 55
rescheduling 17
scheduling 54
synchronizing 42
viewing 15
Events pane (Calendar) 52, 54

F

files, memo 62
folders, memo 62
fonts 49
full-screen view, memos 62

G

getting started, clipOn setup 4
globe, EarthTime 65
Go to today shortcut 52

H

hardware requirements 32
help 35
Home Clock 23, 67
Home key 3
house icon 10

I

icons
  clipOn contacts 10
  clipOn views 7
  Toolbars 48
index cards, printing 71
Index View, memos 62
installation 32, 33
  requirements 32
  upgrading 33
installing batteries 27
international time zones 65
Internet Synchronization 46

K

keys, clipOn 3

L

labels 71
lettered tabs 10
letters 61
Local Time 23, 67
  changing 55

M

mailing labels 71
making a call 9
map, EarthTime 65
margins 63
meetings, scheduling 14, 51
Memos 61
  creating memos 63
  creating on clipOn 22
  formatting memos 63
  memo files 61, 62
  printing 72
  removing on clipOn 21
  synchronizing 42
  viewing on clipOn 21
menu bar, TrueSync Desktop 47
menus, shortcut 48
mini-calendar 53
Monthly view
  Calendar 53
  clipOn 15
multi-day events, viewing 52

N

new
  batteries 27
  Contacts, clipOn 12
  events 16
Next key 4
notebook icon 10

O

online help 35
opening
  Calendar 51
  Contact cardfiles 58
  EarthTime 65
  Memos view 61
organizing, tasks 51
overview, TrueSync Desktop 47

P

password
  clipOn 25

synchronizing when enabled 8
TrueSync Desktop 49
phone calls 9
phone numbers, last 10 dialed 9
phone, charging 29
placing a call 9
preferences
client 44
clipOn 25
general 48
previewing printing 71
printing
address books 71
calendar formats 69, 70
Contacts cards 70
envelopes 71
index cards 71
labels 71
memos 72
previewing 71
product care, screen 29
product requirements 32
profile, selecting 4
protecting 29

Q

QuickLists 44
QuickLists, on clipOn 4, 16, 20
QuickNotes, clipOn 21

R

Readme file 33
recently dialed numbers 9
registering products 33
reminder alarms 16
removing 21, 27
clipOn from phone 27
Contacts 14
rescheduling
events 17
To Do items 21
resetting
clipOn 28
EarthTime clocks 67
re-sorting cards 11
ruler (memos) 63

S

scheduling
calls 14
events 54
screen, cleaning 29
Select key 3
selecting profiles 4
setting
alarms 16
clock display 24
default directories 49
default views 49
margins 63
preferences 48
setting up
calls 14
meetings 14
Setup Wizard
clipOn 4
TrueSync 37
TrueSync Desktop 34
shortcut menus 48
sorting cards 11
special days, viewing 52
StarTAC clipOn Organizer
basics 3
batteries 27
bell icon 24
Calendar 15
charging phone 29
cleaning screen 29
connecting 8
connecting to phone 2
Contacts 10
device information 26
editing text 5

keys 3
making a call 9
Memos 21
password 25
Preferences 25
product care 29
removing from phone 27
resetting 28
Setup Wizard 4
synchronizing 8
To Do items 18
turning off (Home key) 3
turning on 3
starting
clipOn 3
TrueSync Desktop 34
starting times, events 55
starting TrueSync 37
start-up password, TrueSync Desktop 49
status bar
clipOn 4
TrueSync Desktop 47
synchronization
clipOn 8
Internet 46
options, changing 44
selecting data types 42
setting up 37
starting 40
stopping 40
TrueSync log 45

T

tab stops (memos) 63
telephone
calls with clipOn 9
icon 10
number display 11
templates (Contacts) 59
text
entering on clipOn 5
margins 63
tabs 63
time display, clipOn 24
time zones 23, 65
changing 23, 55, 67
To Do items 18, 21
checking off 19
creating 19
removing 21
rescheduling 21
synchronizing 42
To Do pane (Calendar) 52, 56
Toolbars 47
Calendar view 52
changing buttons 48
Contacts view 58
customizing 48
removing buttons 48
TrueSync window 39
traveling, scheduling events 55
TrueSync 37
log 45
Setup Wizard 37
starting 37
stopping synchronization 40
TrueSync Central 39, 46
TrueSync Desktop
customizing 48
installing 32
overview 47
registering 33
setting up 34
starting 34
TrueSync Plus, starting 37
turning off alarms 16

U

uninstalling TrueSync Desktop 33
Up key 4
user profile, selecting 4

V

View key 3
viewing
  events, clipOn 15
  multi-day events 52
  special days 52
  time zones 65
  To Do items 18
views
  Calendar 53
  Contacts 58
  customizing 48
  EarthTime 65
  Memos 62
  printing Calendar 70
  setting default 49
  TrueSync Desktop 47

W

Web site addresses 11
Weekly view
  Calendar 53
  clipOn 15
Wizard
  clipOn Setup 4
  TrueSync Desktop Setup 34
  TrueSync Setup 37
World clock 23
world map 65

Y

Yearly view, Calendar 54

Z

zones
  changing time 23

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